



Commissioned Corps - Unit Award Check List

Names and titles of persons completing this form: _____

CIO: _____

Part I Form 6342-1

>PUT YOUR INITIALS BY YES<

1. NAME OF UNIT: Does the unit have a specific name other than the name of the CIO? Yes__
2. PERIOD COVERED: Is it in the format of 10/1999 to 06/2004? Yes__
3. CITED FOR: Is the citation 25 WORDS or less? Yes__
4. NOMINATOR: Is signature date within 13 months of the end of PERIOD COVERED? Yes__
5. SUPERVISORY/LINE AUTHORITY:
 - If the PERIOD COVERED includes time of a nominee as an EIS officer, has a sign off by the head of the EIS program been obtained? Yes__
 - Nominator is not also listed in the SUPERVISORY/LINE AUTHORITY chain. Yes__
 - Has signature of each level above officer to the CIO director level been obtained? Yes__
 - Did each level indicate AWARD ENDORSED (e.g., CIT, AM, CM, OSM, etc.) Yes__
 - Do the chairperson, approving authority, and coordinator blocks have names and titles in them? (Note there should be no signatures in these spaces) Yes__
6. COMMENT: If any officer is from another agency, did you obtain concurrence and make a note in the comment section? Yes__

Part II Form 6342-1

1. CURRENT ORG: Is officer's position listed in a format like CDC/NCID/DVH/EB/ Yes__
2. CHRONOLGY: Are all of the officer's jobs during the PERIOD COVERED Box listed in a format like CDC/NCID/DVH/EB with date format like 10/1999 to 06/2004? Yes__
3. PREVIOUS AWARDS
 - Are all honor awards received 3 years prior to the beginning date cited in the PERIOD COVERED box listed? Yes__
 - Have you confirmed that no service awards (foreign duty, crisis service, isolated hardship, bicentennial unit award, etc.) are listed? Yes__
 - If there are no awards is "NO AWARDS ON FILE" indicated? Yes__
4. Is there a Part II for every officer? Yes__

Nomination text

1. Is the "FONT" size at least 10 points and either Courier, Arial, or Times New Roman? Yes__
2. Are the margins at least 1 inch in all directions? Yes__
3. Did you review the CDC PHS Awards Board policy document? Yes__
4. Does the time period noted match that on the 6342 PERIOD COVERED Yes__
5. Does the award level requested match that on the 6342 PROPOSED AWARD? Yes__

Overall

1. Are you submitting 1 original and 17 Copies? Yes__
2. Is form 6342 the most current one dated 2/97 in the lower left corner? Yes__
3. *Is there a separate page that separately lists all officers and civil servants involved and indicates what awards (if any) the civil servants got?* Yes__